

2015 CMT & CAPT Science Administrations



Training for
Test Examiners

Role of District Test Coordinators

The District Test Coordinator (DTC) oversees all CAPT testing in a district. Contact your DTC with any questions about CAPT or if any issues arise before, during or after testing.

All contact with the CT State Department of Education should go through the DTC.

Test Examiners

Test Examiners should be certified teachers, however, if a paraprofessional or substitute teacher is needed to administer a test, he or she must be fully trained in test administration and test security procedures.

Paraprofessionals should be monitored by a certified teacher to ensure that test administration and security procedures are followed. **A substitute teacher should be monitored** by the building principal or another administrator to ensure that test administration and security procedures are followed.

There should be at least one Test Examiner for every thirty students.

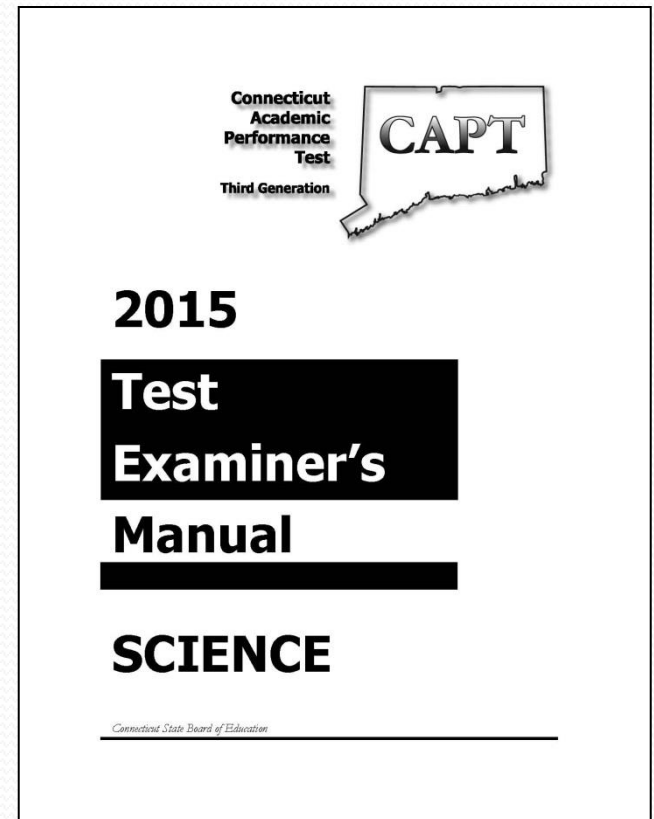
Test Examiner Responsibilities

Prior to the Test Administration

Read the Test Examiner's Manual carefully, including the directions for each section of the test that you will be administering.

Be sure you are familiar with the testing schedule in your school.

Be sure you are familiar with test security policies.



Test Examiner Responsibilities

On the Day of the Test Administration

Check your test materials against the list of required materials in the Test Examiner Manual. Be sure you have sufficient numbers of test/answer booklets and No. 2 pencils for all students.

For the CAPT Science, also be sure each student receives a CAPT Science Periodic Table.

All students testing online (using MIST) should have headphones or ear buds.

Test Examiner Responsibilities

On the Day of the Test Administration

Be sure to read the directions exactly as stated in the Test Examiner's Manual.

Directions in bold, indented print are read aloud to students.

Be sure to follow the allotted testing times for each subtest.

Directions may be clarified while students are taking the test. **Assistance must be limited to clarifying directions** and having students record their responses in the right place in the answer booklet.

It is not appropriate to give any clues or explanations that would help students to answer any questions. This includes any information posted on walls in a classroom.

Potential Problem to Avoid

Not following the directions, including time limits, exactly as stated in the Test Examiner Manual. Failure to do so may result in invalidating the test administration and facilitate additional testing for these students.

Test Examiner Responsibilities

During the Test Administration

As students are taking the test, circulate around the room to make certain they are marking their answers in the correct section of the answer booklet.

Assistance to students must be limited to mechanical aspects of marking answers, clarifying directions, or finding the right place in the answer document to respond.

Students who finish early may **not** work on any other sections of the test.

Test Examiner Responsibilities

During the Test Administration

Keep an accurate record of all **absent** students for the test coordinator.

Note any students that leave a test session completely **blank** (Left Blank bubble must be filled in on back of the answer booklet at the end of the test session).

Test Examiner Responsibilities

Test Irregularities

Test Irregularities involve a disruption of the test administration due to various circumstances (e.g., fire drill, a student becomes ill, improper test directions given, cheating incident, correct testing times not followed, etc.).

Notify the district test coordinator as soon as possible if a test irregularity occurs and await further instructions.

Test Examiner Responsibilities

After the Test Administration



Answer booklets should be inspected to check that:

- all students have recorded their responses in the correct section of the answer booklet. Notify the district test coordinator if there is a problem.
- the **LEFT BLANK** bubble is filled in on the back of the answer booklet if a student has left that test session completely blank.

Be sure that all test and answer booklets have been accounted for and are returned to the test coordinator in a secure manner.

CMT & CAPT Science Practice Tests

- May be administered any time before the start of testing.
- Practice Test takes about 10-15 minutes to administer.
- The Practice Tests must be administered to students in school. Students may take them home (not secure).
- A MIST practice test is also available for students testing online at <https://mist.measinc.com/Practice/CT>

CMT & CAPT Science

Student/Parent Brochures (Optional)

CMT & CAPT Science informational brochures are available to distribute to students and parents. The brochure provides an overview of the testing program.

The brochures can be downloaded at the CT State Department of Education Web site (www.sde.ct.gov). Click on Student Assessment then CMT/CAPT Science.



CONNECTICUT MASTERY TEST - SCIENCE

What Grade 5 and 8 Students and their Parents or Guardians Should Know About the CMT Science

BACKGROUND

In March, Grade 5 and 8 students across the state will participate in the Connecticut Mastery Performance Test (CMT) in Science. The CMT Science serves as the statewide science assessment program required by state and federal legislation. All Grade 5 and 8 students enrolled in a public school must participate in the test.

2015 CMT & CAPT Science Schedule

Testing Window

March 2 - 27, 2015

All testing, including makeups, must take place during this window

Test Session	Testing Time	Directions Time	Total Time
CMT Science, Grade 5	65 minutes	10 minutes	75 minutes
CMT Science, Grade 8	70 minutes	10 minutes	80 minutes
CAPT Science: Session 1	50 minutes	15 minutes	65 minutes
Session 2	50 minutes	5 minutes*	55 minutes

* Allow 15 minutes for directions if administered on separate days.

Scheduling Requirements

- Within a school, all students must be tested on the same day at the same time for a given subtest.
- For CAPT Science:
 - Sessions 1 and 2 do **not** have to be administered on the same day.
 - all Grade 10 and retest students must be tested at the same time on a given subtest.

Test Security

All CMT & CAPT Science materials are secure with exception of the following:

- Practice Tests
- Student/Parent Brochures
- CMT and CAPT Science Skills Checklist
- Test Coordinator and Examiner Manuals
- CAPT Science Periodic Tables

See Test Examiner's Manuals for a complete discussion of test security.

Test Security

Violation of test security is a serious matter with far-reaching consequences. Breaches of test security include, but are not limited to, copying test materials, failing to return test materials, coaching students, giving students answers, changing students' answers, and/or discussing or sharing secure test items. Such acts may lead to the invalidation of an entire school district's student test scores, disruption of the test system statewide, and legal action against the individuals committing the breach.

A breach of test security may be dealt with as a violation of the Code of Professional Responsibility for Teachers, as well as a violation of other pertinent state and federal laws and regulations. The CSDE will investigate all such matters and pursue appropriate follow-up action. Any person found to have breached the security of the test system may be subject to sanctions including, but not limited to, disciplinary action by a local board of education, the revocation of Connecticut teaching certification by the State Board of Education (see Section 10-145b(m) of the Connecticut General Statutes), and civil liability pursuant to federal copyright law.

Test Security

It is not appropriate to review or discuss any test items, including supplemental (pilot) items, **even after testing has been completed.**

Only test items that have been officially released from previous years' tests may be discussed or utilized.



Who Must Be Tested?

All grade 5, 8 and 10 students must be tested on the standard CMT/CAPT Science or the CMT/CAPT Science Skills Checklist.

For CAPT Science:

Grade 10 repeaters must be tested (in the grade 10 answer document) unless they have previously achieved the state **Goal (level 4)** or above in that content area.

Students may retest in grades 11 and/or 12, if they have not previously achieved the Goal level.

Test Accommodations

Students who receive Special Education services, students identified as disabled under Section 504, and students identified as English learners must be tested, with any accommodations previously entered on the Test Accommodations Data Collection Web site.

Refer to the ***Assessment Guidelines*** available on the CSDE website for complete information about test accommodations.

Test examiners are responsible for providing any test accommodations.

Potential Problem to Avoid

Not providing students with appropriate test accommodations can invalidate the test administration and result in additional testing.

CAPT Science Answer Booklets

Grade 10 students use the Grade 10 answer booklet with a **BLUE** cover.

Grade 11 and 12 students use the retest answer booklet with an **ORANGE** cover.

Potential Problem to Avoid

Students are sometimes given the incorrect answer booklet (Grade 10 vs. Retest) or another student's answer booklet by mistake.

Completing the Front Cover of the Test/Answer Booklets

Most students will have a Pre-ID label that includes demographic information. Other students will use generic labels.

Students with a Pre-ID Label must still complete the written “Student Name, Teacher, School, and District” box on the front of the answer booklet.

Gridding information on the front of answer document will **not** override the Pre-ID label.

[illegible][illegible]

Pre-ID Labels: What Happens If ...

I have Pre-ID labels for a student who left my school before testing began?

- The labels may be destroyed.

A Pre-ID label for a student who is no longer in my school was applied to a test/answer booklet in error?

- Write “Do Not Score” on the front cover of the test/answer booklet and return them to the District Test Coordinator with Non-scorable test materials.

The student information on the Pre-ID label includes errors?

- Do **not** use a generic barcode label or make corrections on the label.
- Use the Pre-ID label provided for the student.
- Contact your District Test Coordinator with corrections to ensure that the student’s demographic information is fixed later during the Student Demographic Data Verification (SDDV) process and reported accurately.

Generic Barcode Labels

Used by students without
Pre-ID labels

IMPORTANT:

- Generic barcode labels are printed specifically for the school that receives them - they may **not** be shared between schools within a district.
- The labels on a sheet of generic barcode labels must be used for **one student only**.

GENERIC BARCODE LABELS - CAPT 2013

INSTRUCTIONS

- This set of generic barcode labels is to be used for a student who did not receive a set of preprinted Pre-ID barcode labels. THE LABELS ON THIS SHEET MUST BE USED FOR **ONE** STUDENT ONLY
- Please print the student's grade, name and date of birth in the spaces to the right.
- Please print the student's name and grade on each of the barcode labels below.
- Please be sure that the grade printed on the label matches the grade indicated on the Answer Booklet.
- Please apply one of the attached barcode labels to the student's Answer Booklet.
- The three remaining labels are provided, as needed, for the following uses:
 - Replacement test forms
 - Damaged labels
 - MAS Mathematics and Reading booklets.
- Students who use generic barcode labels **MUST** fill in the information on the front of the answer booklets for first and last name, date of birth, gender, and resident town code, as well as on the back of the answer booklets, as applicable.



0 1 0 0 0 0 1 0 0 0 0 0 1
Student _____
Name: _____
Grade: _____
School: SAMPLE HIGH SCHOOL
District: _____



0 1 0 0 0 0 1 0 0 0 0 0 1
Student _____
Name: _____
Grade: _____
School: SAMPLE HIGH SCHOOL
District: _____



0 1 0 0 0 0 1 0 0 0 0 0 1
Student _____
Name: _____
Grade: _____
School: SAMPLE HIGH SCHOOL
District: _____



0 1 0 0 0 0 1 0 0 0 0 0 1
Student _____
Name: _____
Grade: _____
School: SAMPLE HIGH SCHOOL
District: _____

Student _____
Name: _____
Grade: _____
Date of Birth: _____
School: SAMPLE HIGH SCHOOL
District: SAMPLE DISTRICT
SASID: _____

Front Cover of the Answer Booklet

Students with Pre-ID Labels:

- Write in Student Name, Teacher Name, School, and District
- Do **not** fill in any grids on front cover

Students with Generic barcode labels:

- Write in Student Name, Teacher Name, School, and District
- **Fill in** all grids on front cover

STUDENT NAME _____

TEACHER / EXAMINER _____

SCHOOL _____ DISTRICT _____

SCIENCE GRADE 5 **Form T 2015**

LAST NAME FIRST NAME MI

DATE OF BIRTH

MONTH DAY YEAR

Jan 0 1999

Feb 0 2000

Mar 0 2001

Apr 0 2002

May 0 2003

Jun 0 2004

Jul 0 2005

Aug 0 2006

Sep 0

Oct 0

Nov

Dec

Place student barcode label in this space.

Be sure the barcode is placed in the same direction as this sample.

PLEASE DO NOT WRITE IN THIS AREA

Only fill in the SASID grid
for students WITHOUT a
Pre-ID label.

Only fill in the SASID grid below for students **WITHOUT** a Pre-ID Label.

STATE ASSIGNED STUDENT IDENTIFICATION NUMBER											
0	0	0		0	0	0		0	0	0	0
1	1	1		1	1	1		1	1	1	1
2	2	2		2	2	2		2	2	2	2
3	3	3		3	3	3		3	3	3	3
4	4	4		4	4	4		4	4	4	4
5	5	5		5	5	5		5	5	5	5
6	6	6		6	6	6		6	6	6	6
7	7	7		7	7	7		7	7	7	7
8	8	8		8	8	8		8	8	8	8
9	9	9		9	9	9		9	9	9	9

SASID

Back Cover of the CAPT Science Answer Booklet

Only fill in the following information for students WITHOUT a Pre-ID Label

STATE ASSIGNED STUDENT IDENTIFICATION NUMBER											
0	0	0		0	0	0		0	0	0	0
1	1	1		1	1	1		1	1	1	1
2	2	2		2	2	2		2	2	2	2
3	3	3		3	3	3		3	3	3	3
4	4	4		4	4	4		4	4	4	4
5	5	5		5	5	5		5	5	5	5
6	6	6		6	6	6		6	6	6	6
7	7	7		7	7	7		7	7	7	7
8	8	8		8	8	8		8	8	8	8
9	9	9		9	9	9		9	9	9	9

SASID

ETHNICITY/RACE

1. Is this student Hispanic/Latino? (Bubble only one.)

- ☐ Yes
☐ No

2. What is the student's race? (Bubble one or more, even if you answered "Yes" to the Hispanic/Latino question.)

- ☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

☐ Student receives special education services.

Exactly one of these bubbles **MUST** be filled in.

- ☐ Eligible for free meals
☐ Eligible for reduced price meals
☐ **Not** eligible for free or reduced price meals

- ☐ Student enrolled in this SCHOOL after October 1, 2014.
☐ Student enrolled in this DISTRICT after October 1, 2014.

Back Cover of Test/Answer Booklets

Left Blank

Must be filled in for any Grade 5, 8 or 10 student who is present for testing but leaves a test session completely blank.

Left Blank can also be indicated for students testing online using MIST.

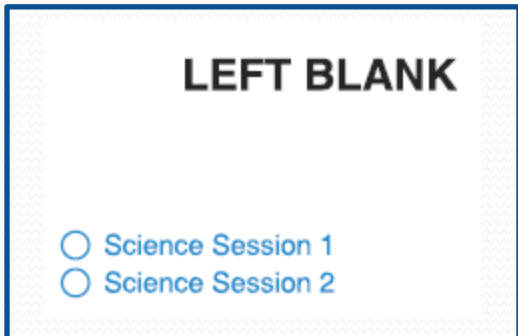
Potential Problem to Avoid

Not filling in the Left Blank bubble when a student is present for testing but has left a test session completely blank. In these cases, the student is **counted as absent**.

CMT Science Grade 5 and 8



CAPT Science Grade 10



Testing Online with MIST

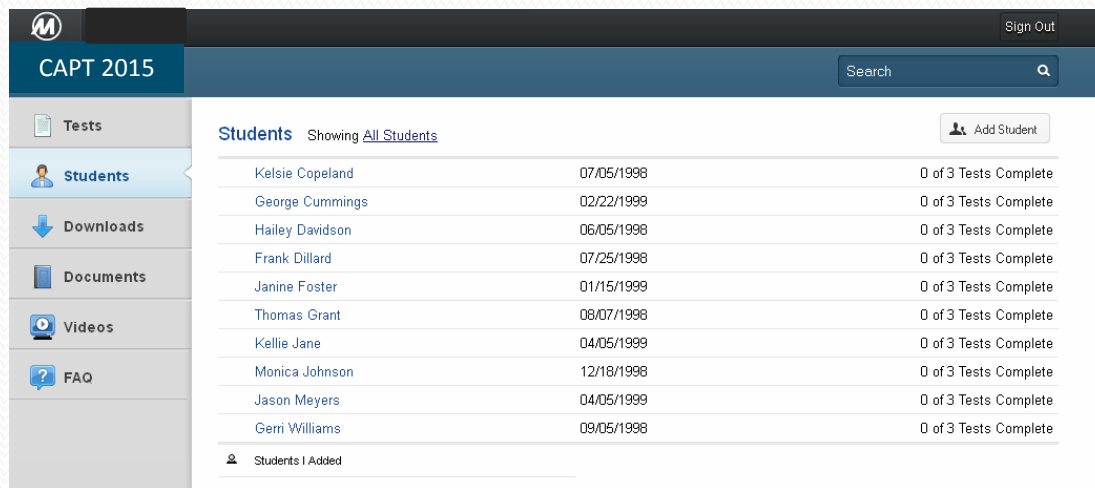
CMT and CAPT Science test sessions are available on MIST for students with appropriate accommodations. A MIST **Proctor Quick-Start Guide** is available on the CSDE website.

Students must have access to a computer with an internet connection. The computer must have the 2015 MIST launcher installed.



Testing Online with MIST

Students who were pre-identified on the Test Accommodations Data Collection Web site will be listed on the MIST rosters.



The screenshot shows the MIST web application interface. At the top, there is a dark header with a logo on the left, the text "CAPT 2015" in the center, and a "Sign Out" link on the right. Below the header is a navigation sidebar on the left with icons and labels for "Tests", "Students" (which is highlighted), "Downloads", "Documents", "Videos", and "FAQ". The main content area is titled "Students" and shows "Showing All Students". There is an "Add Student" button with a plus icon. Below this is a table listing students with their names, birth dates, and test completion status.

Student Name	Birth Date	Test Completion Status
Kelsie Copeland	07/05/1998	0 of 3 Tests Complete
George Cummings	02/22/1999	0 of 3 Tests Complete
Hailey Davidson	06/05/1998	0 of 3 Tests Complete
Frank Dillard	07/25/1998	0 of 3 Tests Complete
Janine Foster	01/15/1999	0 of 3 Tests Complete
Thomas Grant	08/07/1998	0 of 3 Tests Complete
Kellie Jane	04/05/1999	0 of 3 Tests Complete
Monica Johnson	12/18/1998	0 of 3 Tests Complete
Jason Meyers	04/05/1999	0 of 3 Tests Complete
Gerri Williams	09/05/1998	0 of 3 Tests Complete

At the bottom of the table, there is a section labeled "Students I Added" with a plus icon and a text input field.

New students may be added (along with demographic information) using the “Adding a New Student” feature on the proctor website. These students **must** also be entered on the Test Accommodations Data Collection Web site.

MIST Proctor Site

Accessible at <https://mist.measinc.com/Proctor/Home/SignIn>

The MIST Proctor Site is designed for the Test Examiner to perform a variety of monitoring tasks including:

- Selecting a test for a student
- Adding a test for a student
- Entering a Non-Participant Code (absent, left blank)
- Checking a student's test status

Detailed instructions for completing these and other tasks are available in the **MIST Proctor Quick-Start Guide**. This document is available on CSDE website and the MIST Proctor website.

Test Directions for MIST

Some of the test directions (getting students started online) will be read by the test examiner. The **MIST Test Examiner's Manual**, available on the CSDE website and on the MIST Proctor Site, must be followed.

The remainder of the test directions will be read by the text reader on MIST. The text reader will also read test items to students with this approved accommodation.

Be sure all students using MIST have headphones or ear buds.



MIST Text Reader

The MIST text reader features a human voice. Students can pause, fast forward and rewind. The volume can be adjusted.



The audio scrolls through the text along with the highlighting so that students may move to a specific section of the text.

2015 CMT and CAPT Science Supplemental (Pilot) Testing

New items pilot tested with students in grades 5, 8, and 10. All students participate (unless they were administered the CMT/CAPT Science Skills Checklist).

Each session is approximately 60 minutes (plus 10-15 minutes for directions)

Schools selected to test a representative sample of students from around the state.

Two formats:

Paper-and-pencil (required): March 2-27, 2015

Online using MIST (optional): March 9 – April 10, 2015

Schools have been selected to administer one format.

2015 CMT and CAPT Science Supplemental (Pilot) Testing

Students should receive same test accommodations for supplemental (pilot) testing as they received for the live CMT/CAPT Science.

Notes:

- Students pilot testing in paper-and-pencil format will not use MIST for accommodations.
- The text reader of items is not available on MIST (test examiner will need to read items aloud to students).

CT State Department of Education Website

Further information on the CMT and CAPT Science
can be found at: www.ct.gov/sde

Click on Student Assessment link, then CMT/CAPT Science.

